

MORTON & PITALO, INC. - JOB DESCRIPTION

SENIOR ENGINEER

Location: All **Department:** Engineering **Job Title:** Senior Civil Engineer
Supervisor: Project Manager **FLSA Status:** Exempt **Job Class:** 15

SUMMARY:

Senior Engineer is responsible for all facets of assigned projects to ensure the timely completion while operating within budget constraints. Typically reports to project manager and works with a wide degree of latitude, with little supervision. May act as project manager on small projects or as necessary. Plan, designs, and directs civil engineering projects by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for project schedules and timely completion of projects.
- Serves as senior project engineer on complex projects and as a designated client contact.
- Supervises and monitors client relationship strategies.
- Participates in determination of appropriate pricing, estimating, scoping and marketing strategies for proposed projects.
- Assists with the development of engineering agreements for projects within the department.
- Prepares forecast of workload for assigned staff
Develops probable construction cost estimated for projects within the department.
- Attends client meetings - days or evenings
- Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to plan and design project.
- Directs and supervises other engineer's activities – may perform duties of a supervisor or department head
- Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, and designs for project
- Directs draftspersons / technicians to convert designs to working drawings.
- Visits construction site to monitor progress and other duties per the contract documents
- Uses computer assisted engineering and design software and equipment to prepare engineering and design documents.
- Other duties may be assigned as necessary to meet business requirements

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Civil Engineering (BSCE) from an accredited four-year college or university and a minimum of (5) five years experience, or the equivalent thereof. Maintains competency in and serves as major firm resource in field of expertise.

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LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra, geometry, trigonometry and financial functions.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Required: Registered Professional Engineer (PE) in the State of California; or Master's degree in Civil Engineering
Valid driver's license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is routinely required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, possibly for extended assignments.

The noise level in the office work environment is usually moderate. The noise level on the construction site is often high.